



NEO & Synergy

Summer 2017

Staff Today

Charlotte Ellis – Data Manager

Travis Wood – Student Data Analyst

Ryan Cunningham – Management Analyst

Jessica Corcoran – Help Desk Technician

Shannon Bartash – Help Desk Manager

Emily Bartash – Assistant ☺

Agenda

8:30 NEO

12:30 Working Lunch

1:00 Synergy

Breaks will be as needed

Parking Lot for Questions

NEO Objectives

Participants will:

- Understand and use DC&R

- Understand User access to NEO

- Understand and locate new codes

- Know where to find Students Reports – formerly “Maine State Reporting”

- Understand Student Privacy Rules

NEO Access

- Superintendents **MUST** approve access forms
- **ONLY** Superintendents can have Superintendent access rights
- Rights/views will look different depending on access – not everyone sees the same

NEO Dashboard

Information without logging in:

- *Contact Search – Superintendents,
- *Reporting calendar
- * Staff listings

: [Log On]

Maine.gov

Maine DOE

From Maine Department of Education

Dashboard

Neo Dashboard

PUBLIC	DC&R	NUTRITION	TRANSPORTATION
Certification Application Lookup	DC&R Main Report	Nutrition Reports	Bus Purchase Approvals
Contact Search (formerly Superintendent Search)	DC&R Reporting Calendar		ED540 School Transportation Expenditures And School Bus Inventory Report (2014)
Graduation Rates & Dropout Rates Data			ED540 School Transportation Expenditures And School Bus Inventory Report (2015)
Infinite Campus State Edition			ED540 School Transportation Expenditures And School Bus Inventory Report (2016)
MeDOE on Maine.gov			Frequently Asked Questions (FAQs)
P100			How Does the School Bus Purchase Program Work?

DC&R - Public

PUBLIC

[Certification Application Lookup](#)

[Contact Search \(formerly Superintendent Search\)](#)

[Graduation Rates & Dropout Rates Data](#)

[Infinite Campus State Edition](#)

[MeDOE on Maine.gov](#)

[P100](#)



Contact Search Dashboard

Search for:

Superintendents

[By Name](#)

[By SAU](#)

[By Town](#)

Search for Superintendent by Superintendent Name

Search for Superintendent by SAU

Search for Superintendent by Town

SAU Primary Contacts

[By SAU](#)

[By Primary Contact Type](#)

Search on SAU Primary Contacts by SAU

Search on SAU Primary Contacts by Primary Contact Type

Staff Positions

[Non Teaching Position](#)

[Teaching Positions](#)

Search on Non Teaching Position by Position Title

Search on all Teaching Positions by Subject, Course and Grade

Maine Schools

[School Details](#)

[Open and Closed Schools](#)

Search for Open Schools by Type, Location, Gradespan

Search for Schools Opened or Closed with the last 10 years

DC&R Reporting Calendar

DC&R

[DC&R Main Report](#)

[DC&R Reporting Calendar](#)

Reporting Calendar

Filters

Organization Content Area

Show By ☒ Open Date ☐ Submission Date

For Future Reports Only:

Date Range

SEARCH

[Current Reports](#) [Future Reports](#) [Completed Reports](#) [As Required Reports/Forms](#)

Overdue Reports

Open Date	Submission Due Date	Submitted To DOE	Accepted By DOE	Status	Year Due	Report Form Name	Data For Collection Year	Content Area	May Impact Subsidy/Funding	Navigation
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Current Reports

Open Date	Submission Due Date	Submitted To DOE	Accepted By DOE	Status	Year Due	Report Form Name	Data For Collection Year	Content Area	May Impact Subsidy/Funding	Navigation
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Future Reports

Open Date	Submission Due Date	Submitted To DOE	Accepted By DOE	Status	Year Due	Report Form Name	Data For Collection Year	Content Area	May Impact Subsidy/Funding	Navigation
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Completed Reports (for the last 90 days)

[Collapse](#)

Open Date	Submission Due Date	Submitted To DOE	Accepted By DOE	Status	Year Due	Report Form Name	Data For Collection Year	Content Area	May Impact Subsidy/Funding	Navigation
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DC&R Reporting – Report Types

Organization * ▼ Content Area ▼

Show By ☒ Open Date ☐ Submission Date

For Future Reports Only :

Date Range 📅 ▼ 📅 ▼

SEARCH

[Current Reports](#)

[Future Reports](#)

[Completed Reports](#)

[As Required Reports/Forms](#)

Overdue Reports

Open Date ▼	Submission Due Date ▼	Submitted To D O E	Accepted By D O E	Status ▼	Year Due ▼	Report/Form Name ▼	Data For ▼ Collection Year	Content Area ▼	May Impact ▼ Subsidy/ Funding	Navigation ▼
04/01	04/15			Overdue	2017	Q3 Bullying Reporting	2016-2017	Learning Systems Team	No	Details Report/ Form
06/01	07/15			Overdue	2017	Report of Adult Education for Subsidy Purposes for Calendar Year 2017 (EF-M-39)	2016-2017	Data Management Team	Yes	Details Report/ Form

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Current Reports

Open Date ▼	Submission Due Date ▼	Submitted To D O E	Accepted By D O E	Status ▼	Year Due ▼	Report/Form Name ▼	Data For ▼ Collection Year	Content Area ▼	May Impact ▼ Subsidy/ Funding	Navigation ▼
03/01	08/25			Open	2017	Q1 Budget Expenditures	2017-2018	Finance and Compliance	Yes	Details Report/ Form
03/01	08/25			Open	2017	Q1 Budget Revenue	2017-2018	Finance and Compliance	Yes	Details Report/ Form
06/29	07/01	07/01/2017		Submitted	2017	Certification of Employment 2017	2017-2018	Commissioner's Office	No	Details Report/ Form

SEARCH

[Current Reports](#)

[Future Reports](#)

[Completed Reports](#)

[As Required Reports/Forms](#)

Overdue Reports

Open Date	Submission Due Date	Year Due	Submitted To D O E	Accepted By D O E	Status	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation

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Current Reports

Open Date	Submission Due Date	Year Due	Submitted To D O E	Accepted By D O E	Status	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation

[Return To Top](#)

Future Reports

Open Date	Submission Due Date	Year Due	Submitted To D O E	Accepted By D O E	Status	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation

[Return To Top](#)

Completed Reports (for the last 90 days)

[Collapse](#)

Open Date	Submission Due Date	Year Due	Submitted To D O E	Accepted By D O E	Status	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation

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DC&R - Reports

As reports are received at the DOE, they are checked in manually for now.

In the near future, reports submitted electronically will automatically be checked in as received.



DC&R Reporting – Report Types

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Future Reports

Open Date	Submission Due Date	Submitted To D O E	Accepted By D O E	Status	Year Due	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation
10/01	10/31			Upcoming	2017	EPS October 1 Enrollment Reporting	2016-2017	Data Management Team	Yes	Details
10/01	10/31			Upcoming	2017	Report of Services to Students with Disabilities Part I (EF-S-05)	2016-2017	Special Services	No	Details
10/01	10/01			Upcoming	2017	EFF-10 School Facilities Inventory	2016-2017	Facilities	Yes	Details

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Completed Reports (for the last 90 days)

[Collapse](#)

Open Date	Submission Due Date	Submitted To D O E	Accepted By D O E	Status	Year Due	Report/Form Name	Data For Collection Year	Content Area	May Impact Subsidy/ Funding	Navigation
04/01	04/30	04/28/2017	04/28/2017	Accepted/ Approved	2017	EPS April 1 Enrollment Reporting	2016-2017	Data Management Team	Yes	Details Report/ Form
05/01	06/15	05/24/2017	06/01/2017	Accepted/ Approved	2017	Maine Schools	2017-2018	Data Management Team	No	Details Report/ Form
06/01	06/28	06/27/2017	06/27/2017	Accepted/ Approved	2017	End-of-Year Special Education Reporting	2016-2017	Special Services	Yes	Details Report/ Form
06/01	06/30	06/20/2017	06/20/2017	Accepted/ Approved	2017	Q4 Behavior Reporting	2016-2017	School Health	No	Details Report/ Form
06/01	06/30	06/20/2017	06/23/2017	Accepted/ Approved	2017	Q4 Truancy Incident Reporting	2016-2017	Learning Systems Team	No	Details Report/ Form
06/09	07/07	06/27/2017	06/27/2017	Accepted/ Approved	2017	Regular Attendance	2016-2017	Data Management Team	No	Details Report/ Form
07/01	09/01	07/06/2017	07/06/2017	Accepted/ Approved	2017	Q4 Bullying Reporting	2016-2017	School Health	No	Details Report/ Form

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DC&R Reporting - Details

05/01	06/15	05/24/2017	06/01/2017	Accepted/ Approved	2017	Maine Schools	2017-2018	Data Management Team	No	Details Report/ Form
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Details
Report/Form



DC&R Reports - Details

Maine Schools

Description

Update any information for the District. All fields with the exception of Admin Office Fax are required. P.O. Boxes will not be accepted in the ?Physical Address? box. Student information system ? enter the system you use to upload data to the state. **This is important ** we need your correct SIS vendor information for training and communication with the vendor**The Cost Center information that has been added to Maine Schools references the 3 digit code that the business office uses in the financial system to assign building level costs. Each building will have at least one Cost Center, but may have 2 codes if the building has a combination of PreK-8 grade students and 9-12 grade students. PreK-8 grade will have a range of 010 through 290, and 9-12 grades will have a code in the range of 300 through 380. CTE Centers will have a Cost Center of 390.

Data For Collection Year

2017-2018

Submission Due Date

June 15

← Submission Due Date

Content Area

Data Management Team

Access the Reporting Requirement

[Instructions](#)
[Form](#)

← Instructions & Form link

Contact

[Shannon Bartash](#), 207-624-6799

← DOE Contact

Who Should Submit this form?

Applied Technology Regions, Charter School, Community School District, Maine Indian Education, Maine School Administrative District, Municipal School Unit, Regional School Unit, State Operated, Unorganized Territory, Non Traditional Limited Purpose, Private - 60% Publicly Funded, Private Non-Sectarian, Private Sectarian, Private Special Purpose, Special Purpose Private Exempt, State Operated, not reporting

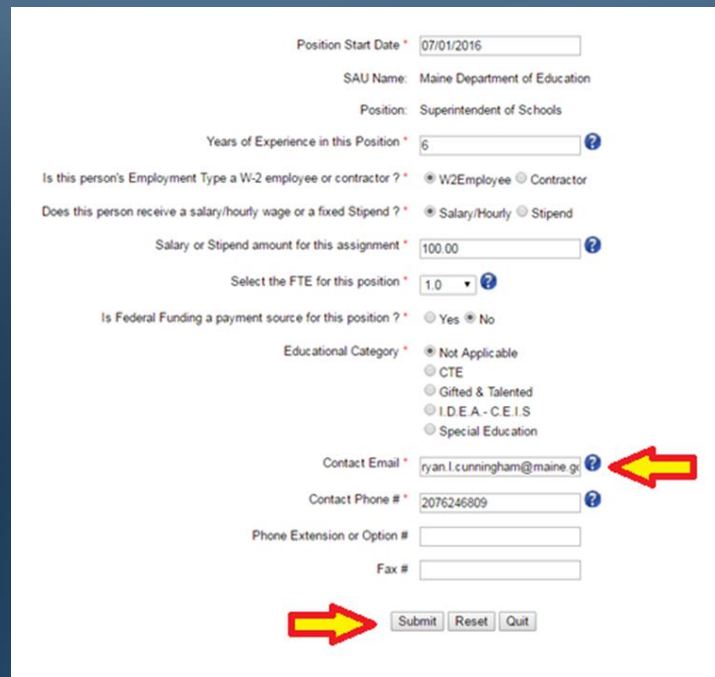
Assessment Contact Update

Please make sure to update your District Assessment Coordinator in NEO

DOE will be releasing the data for 2016-2017 to the districts for review on July 31st. The District Assessment list is pulled from NEO and provided to Focal Point, our reporting contractor, which is used by them to grant access to MAARS confidential site.

Assessment Contact Update

If your Coordinator's email has changed, you must first update in NEO Staff and submit.



Position Start Date * 07/01/2016

SAU Name: Maine Department of Education

Position: Superintendent of Schools

Years of Experience in this Position * 6 ?

Is this person's Employment Type a W-2 employee or contractor ? * ☒ W2Employee ☐ Contractor


Does this person receive a salary/hourly wage or a fixed Stipend ? * ☒ Salary/Hourly ☐ Stipend

Salary or Stipend amount for this assignment * 100.00 ?

Select the FTE for this position * 1.0 ?

Is Federal Funding a payment source for this position ? * ☐ Yes ☒ No


Educational Category * ☒ Not Applicable
☐ CTE
☐ Gifted & Talented
☐ I.D.E.A. - C.E.I.S
☐ Special Education

Contact Email * ryan.l.cunningham@maine.gov ? 

Contact Phone # * 2076246809 ?

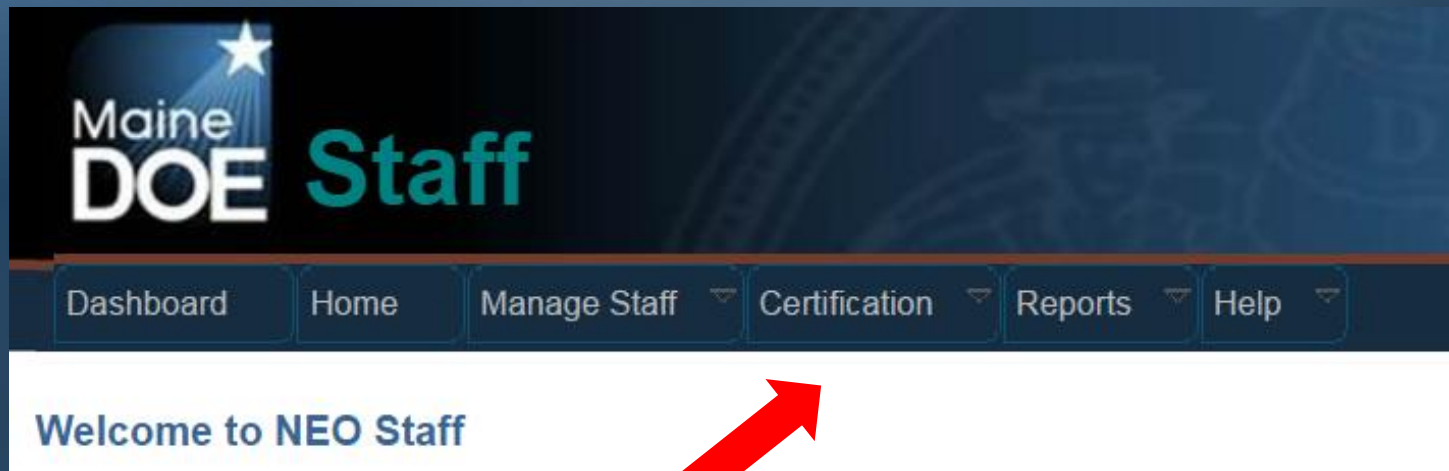
Phone Extension or Option #

Fax #



Update District Assessment Coordinator

District Superintendent Role is required to make the update



Update District Assessment Coordinator

Scroll down past Staff Certification



SAU Staff Certification

RSU 06/MSAD 06

FiscalYear:

Position	Number of Active Staff	Number of Active Positions	Total FTE	Total EPS FTE	Number of Pending Positions
Administrative Assistant/Secretary	42	42	42.00	25.00	
Adult Education Assistant Director					
Adult Education Director	1	1	1.00		
Assistant Dean					
Assistant Principal	5	5	5.00	5.00	
Asst Superintendent of Schools	1	1	1.00		
Athletic Director	1	1	1.00		
Athletic Trainer	1	1	1.00		
Athletic Trainer	1	1	1.00		



Update District Assessment Coordinator

Select or reselect name if an address change in “District Roles” section and
SAVE

District Roles

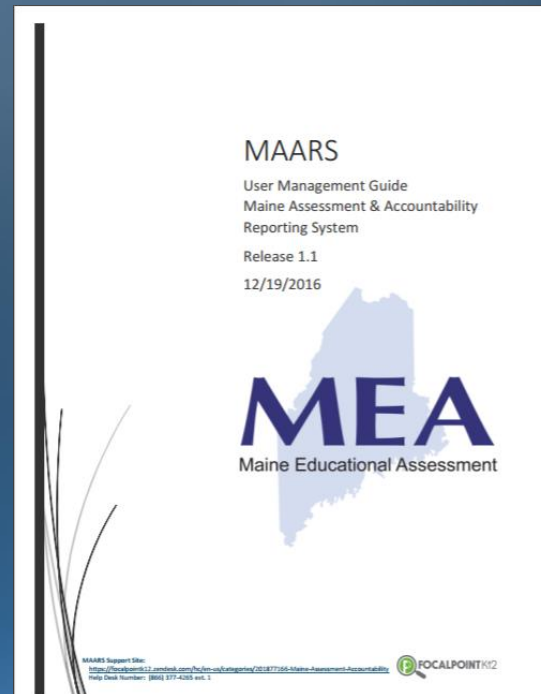
Role	Designee
Assessment Coordinator	Godfrey, Nancy ▼
Chemical Hygiene Officer (CHO)	Cunningham, Ryan ▼
Data Specialist	Cunningham, Ryan ▼
Director of Technology	Cunningham, Ryan ▼
Dropout Prevention Coordinator	Cunningham, Ryan ▼
Facilities-Director/Manager	Cunningham, Ryan ▼
Integrated Pest Management Coordinator	Cunningham, Ryan ▼
Librarian	Cunningham, Ryan ▼
McKinney-Vento Liaison	Cunningham, Ryan ▼
Nurse	Cunningham, Ryan ▼
School Security	Cunningham, Ryan ▼
Superintendent of Schools	Cunningham, Ryan ▼
	Select
	Cunningham, Ryan

All roles must have an assigned designee

Save Designees

Assessment Link

<http://www.maine.gov/doe/assessment/reports/index.html>



Staff – Special Education Question

If personnel work part of their time with children without disabilities, and other times with children with disabilities (IDEA), report **only** the proportion of their FTE that the related services personnel works specifically with children with disabilities (IDEA) receiving special education and related services.

This is a separate FTE calculation just for IDEA

Staff – Special Education Question

The question now located in Staff, will help to replace the old MEDMS EFS-01 part 2

Assignment Status: ALL

SAU Name	School Name	Position	Subject Name	FTE	EPS	Status	Actions
		Speech & Hearing Clinician		1.0	No	Active	Edit

Total FTE: 1.0 EPS FTE: 0

Edit Assignment

Last Updated By: AnnualRollOverPackage Last Updated Date: 7/1/2017 12:00:14 AM

Please marked with * are required

Position Start Date: 08/27/2015

SAU Name: [Text Field]

Position: Speech & Hearing Clinician

Years of Experience in this Position: [Text Field]

Is this person's Employment Type a W-2 employee or contractor? * ☒ W2Employee ☐ Contractor

Is this Position performed at the District or School Level? * ☐ District ☒ School

School: [Dropdown]

Does this person receive a salary/hourly wage or a fixed Stipend? * ☒ Salary/Hourly ☐ Stipend

Salary or Stipend amount for this assignment: [Text Field]

Select the FTE for this position: [Dropdown: 1.0]

Is Federal Funding a paymentsource for this position? * ☐ Yes ☒ No

Educational Category: ☐ NotApplicable ☐ CTE ☐ Gifted & Talented ☐ LD/EA-C/ELD ☒ Special Education

Do the duties of your position include the provision of services to students aged 3-20 who receive Special Education? * ☒ Yes ☐ No

% FTE for this Special Education Position: [Text Field]

Is this Person considered a Highly Qualified Teacher? * ☐ Yes ☒ No

Contact Email: [Text Field]

Contact Phone #: [Text Field]

Phone Extension or Option #: [Text Field]

Fax #: [Text Field]

Submit Reset Quit Cancel

Staff – Special Education

Is this person's Employment Type a W-2 employee or contractor ? * ☒ W2Employee ☐ Contractor

Is this Position performed at the District or School Level ? * ☐ District ☒ School ?

School *

Does this person receive a salary/hourly wage or a fixed Stipend ? * ☒ Salary/Hourly ☐ Stipend

Salary or Stipend amount for this assignment * ?

Select the FTE for this position * ?

Is Federal Funding a payment source for this position ? * ☐ Yes ☒ No

Educational Category * ☐ Not Applicable
☐ CTE
☐ Gifted & Talented
☐ I.D.E.A. - C.E.I.S
☒ Special Education

Do the duties of your position include the provision of services to students aged 3-20 who receive Special Education? * ☒ Yes ☐ No

% FTE for this Special Education Position * ?

Is this Person considered a Highly Qualified Teacher? * ☐ Yes ☒ No

Contact Email ?

Contact Phone # ?

Phone Extension or Option #

Fax #

Special Education
Selected

New
Questions

Enter FTE %

Staff Special Education - Calculation

Requires estimation akin to ... “about 1/3 of the students I work with have disabilities and I work half time, so I work $(1/3) \times .5 = 17\%$ FTEs with students with disabilities”.

Calculations need to be entered as a %

Job Titles Impacted

Athletic Trainer
Audiologist
Board Certified Behavior Analyst
Counselor or Rehabilitation Counselor
Director of Guidance
Ed Tech I, II, III
Employment Coordinator
Guidance Counselor
Interpreter
Nurse
Occupational Therapist
Orientation and Mobility Specialist
Recreation/Therapeutic Recreation
Specialist
Physical Therapist
Psychometrics/Psychological Ex
School Psychiatrist
School Social Worker

Sign Language Interpreter
Special Education Consultant
Special Education Teacher
Speech & Hearing Clinician
Speech-Language Pathologist
Certified Assistive Tech Professional
Certified Employment Specialist
Interpreter or Translator for the Deaf
Licensed Clinical Professional Counselors
Licensed Marriage and Family Therapists
Occupational Therapy Aides
Physical Therapists Assistant
Speech – Language Pathology Aides and
Assistants
Physician/Doctor
Health Assistant
Other Special Education Service Provider

<http://www.maine.gov/doe/data/helpdesk.html>

Staff – Educator ID

Staff Profile

Staff ID: 12345

Personal Data

Prefix

First Name *

Middle Name

Last Name *

Suffix

Date of Birth *

Gender *

Educator ID *

or

SSN * - -

Highest Degree Earned * ?

Coming soon!

Districts will be able to enter an educator ID instead of an employee's social security number. This number will be generated by the new Certification System.



New/Revised Data Codes

Enter/exit

Special Education

Behavior

Military Family Indicator

District/School Id Codes

Grade Codes

[http://www.maine.gov/doe/data/student/
Synergy_upload.html](http://www.maine.gov/doe/data/student/Synergy_upload.html)

Travis Wood

NEO STUDENT DATA REPORTS

Student Reports Dashboard

The Student Reports Dashboard is located in the Student module. Formerly known as Maine State Reporting in Infinite Campus.



The dashboard provides

- A single location of links for all State Student Reports
- A single location of links for all reports requiring District Certification

Student Reports Dashboard

User who have access to any NEO module will automatically have access to the Student Reports dashboard.

Access to individual reports will be determined based on security within NEO.

- For example users with access to the Special Ed module will automatically get access to the Special Ed Reports

Responsible SAU

Student Reports Dashboard

The Dashboard is comprised of 2 sections

- Reporting Area Filter
- Report Listing

Student Data Reports Dashboard

Reporting Area :

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Access for ELL's	Access for ELL's	View Report
Assessment	Alternate Student Report	Alternate Student Report	View Report
Attendance	Aggregate Daily Attendance	Aggregate Daily Attendance	View Report
Attendance	Attendance Certification	Attendance Certification	View Report
Behavior	Behavior Incidents by School	Behavior Incidents by School	View Report
Behavior	Behavior Incidents Certification	Behavior Incidents Certification	View Report
Enrollment	Attending Student Report	Attending Student Report	View Report
Enrollment	Out of District Placement Report	Out of District Placements	View Report
Special Ed	Special Ed Exit Certification	Special Ed Exit Certification	View Report
Special Ed	Special Ed Exit Report	Special Ed Exit Report	View Report
Student Count	APRIL Student Counts	APRIL Student Counts Detail Page	View Report
Student Count	October Student Counts	October Student Counts Detail Page	View Report
Truancy	Truancy Certification	Truancy Certification	View Report
Truancy	Truancy Incidents	Truancy Incidents	View Report
Truancy	Truancy Review	Truancy Review	View Report

Showing 1 to 15 of 15 entries

Report Area Filter

Report Listing

Student Reports Dashboard - Filter

The Reporting Area filter allows you to focus only on specific report categories.

Student Data Reports Dashboard

Reporting Area :

Search:

Reporting Area	Report Name	Report Description	Navigation
Enrollment	Attending Student Report	Attending Student Report	View Report
Enrollment	Out of District Placement Report	Out of District Placements	View Report

Showing 1 to 2 of 2 entries

For example selecting *Enrollment* displays only reports associated to student enrollments

Student Reports Dashboard - Listing

The Reporting Listing displays all reports you have access to for your District.

- Reporting Area
- Report Name
- Report Description
 - Contains details regarding any specific instructions for that report
- Navigation
 - View Report* link will launch a new browser tab and populate for the Report selected

Student Data Reports Dashboard

Reporting Area : Please Select ▼

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Access for ELL's	Access for ELL's	View Report
Assessment	Alternate Student Report	Alternate Student Report	View Report
Attendance	Aggregate Daily Attendance	Aggregate Daily Attendance	View Report
Attendance	Attendance Certification	Attendance Certification	View Report
Behavior	Behavior Incidents by School	Behavior Incidents by School	View Report
Behavior	Behavior Incidents Certification	Behavior Incidents Certification	View Report
Enrollment	Attending Student Report	Attending Student Report	View Report
Enrollment	Out of District Placement Report	Out of District Placements	View Report
Special Ed	Special Ed Exit Certification	Special Ed Exit Certification	View Report
Special Ed	Special Ed Exit Report	Special Ed Exit Report	View Report
Student Count	APRIL Student Counts	APRIL Student Counts Detail Page	View Report
Student Count	October Student Counts	October Student Counts Detail Page	View Report
Truancy	Truancy Certification	Truancy Certification	View Report
Truancy	Truancy Incidents	Truancy Incidents	View Report
Truancy	Truancy Review	Truancy Review	View Report

Showing 1 to 15 of 15 entries

Student Data Reports

Reports will have a standard look and similar functionality-Attendance

The screenshot shows a web-based report interface. At the top, there are dropdown menus for 'Year', 'Attending District', 'Attending School', and 'Responsible District', followed by a 'View Report' button. Below this is a toolbar with navigation icons and a search bar. The main header area features the 'Maine DOE' logo and the text 'From Maine Department of Education'. The report title is 'Student Average Daily Attendance'. Below the title, there is a 'Filter Criteria' section with a table showing the current filter settings. The main body of the report is a large table with 15 columns: Year, Attending District, Attending District Org ID, Attending School, Attending School Org ID, Last Name, First Name, Middle Init, State Student ID, Grade, Enrollment Start Date, Enrollment End Date, Days Enrolled, Days Present, Days Excused Absence, Percent Absent, and Average Daily Attendance. The table contains 14 rows of data for the 2016-2017 school year, showing attendance for various schools and students.

Year	Attending District	Attending School	Report Date	Data as of
2016-2017	RSU 789	All	7/21/17 12:57 PM	7/14/17 12:05 PM

Year	Attending District	Attending District Org ID	Attending School	Attending School Org ID	Last Name	First Name	Middle Init	State Student ID	Grade	Enrollment Start Date	Enrollment End Date	Days Enrolled	Days Present	Days Excused Absence	Percent Absent	Average Daily Attendance
2016-2017	RSU 789	123	School 1	444	xx	xx		130101049	03	9/8/2016	9/8/2016	0	1	0	100%	100%
2016-2017	RSU 789	123	School 2	555	xx	xx		130065322	05	9/8/2016	9/8/2016	0	1	1	100%	100%
2016-2017	RSU 789	123	School 2	555	xx	xx		130103912	03	9/8/2016		86	86	0	0.00%	100.00%
2016-2017	RSU 789	123	School 3	777	xx	xx		130084084	04	9/8/2016		83	80	3	3.61%	96.39%
2016-2017	RSU 789	123	School 4	874	xx	xx		130065484	05	9/8/2016		87	78	9	10.34%	89.66%
2016-2017	RSU 789	123	School 5	875	xx	xx		130044800	06	9/8/2016		86	86	0	0.00%	100.00%
2016-2017	RSU 789	123	School 5	875	xx	xx		130030247	06	9/8/2016		87	82	5	5.75%	94.25%
2016-2017	RSU 789	123	School 6	900	xx	xx		123972437	08	9/8/2016		85	73	12	14.12%	85.88%
2016-2017	RSU 789	123	School 6	900	xx	xx		130092641	03	9/8/2016		85	82	3	3.53%	96.47%
2016-2017	RSU 789	123	School 7	901	xx	xx		130067481	05	9/8/2016		84	78	6	7.14%	92.86%
2016-2017	RSU 789	123	School 7	901	xx	xx		130167836	03	9/8/2016	3/13/2017	85	84	1	1.18%	98.82%
2016-2017	RSU 789	123	School 7	901	xx	xx		130067521	05	9/8/2016	6/23/2017	88	88	0	0.00%	100.00%

Report Filters

Toolbar

Report Title

Filtered Criteria

Report Content/Body

Student Data Reports October EPS

October Student Count Listing Screen

SAU Name :

Reporting Year:

Status :

Search:

Reporting Period	SAU Name	Duplicates	Errors	Status	Report Status Date	Navigation
2017-2018	South Portland Public Schools			NEW		View
Totals:		0 (0 total)	0 (0 total)			

October Student Count Reports

SAU/District Name: South Portland Public Schools

Reporting Year: 2017-2018

	Status	Status Date	Navigation
Student Counts Summary	NEW		Review

Count Summary Details

[View](#)

Error Report

[View](#)

Special Ed Details

[View](#)

Out of District Placement

[View](#)

Attending Student Download

[View](#)

[Back to Student Count Listing Screen](#)

Brings
to EPS
counts

Brings
to
reports

Student Data Reports

October EPS– Special Ed

October 1 EPS Report Certification

Year 2017

SAU/District Name: South Portland Public Schools

PRINT

REFRESH DATA

Special Education Counts:

Autism	2
Deafness	0
Emotional Disability	2
Hearing Impairment	1
Intellectual Disability	2
Multiple Disabilities	1
Other Health Impairment	2
Specific Learning Disability	1
Speech and Language Impairment	1
Total	12

Certified By:

Certified Date:

Student Data Reports

October EPS-Cert

Search:

Attending School ▲	Counts Attending ▲	Counts Subsidy ▼	Equiv Instruction ▲	Counts FRL ▼	Counts SPED ▼	Counts LEP ▼	Counts State Ward/SAC ▲	Counts PK ▼	Counts K-2 ▼	Counts K-8 ▼	Counts K-12 ▼	Counts 9-12 ▼
Mahoney Middle School	232	232	0.00	69	29	4	0	0	0	232	232	0
Dora L Small Elementary School	232	231	0.00	60	38	1	0	0	113	231	231	0
Dyer Elementary School	172	172	0.00	35	32	6	0	0	88	172	172	0
Frank I Brown Elementary School	220	220	0.00	82	35	20	0	0	115	220	220	0
James Otis Kaler Elementary School	173	172	0.00	106	33	15	0	12	87	160	160	0
Memorial Middle School	313	311	0.50	134	59	31	0	0	0	311	311	0
South Portland High School	668	667	0.25	266	124	47	0	0	0	667	667	667
Waldo T Skillin Elementary School	294	294	0.00	174	54	35	0	10	133	284	284	0
Grand Totals:	2304	2299	0.75	926	404	159	4	22	536	1610	2277	667

Previous Next

	Counts Attending	Counts Subsidy	Equiv Instruction	Counts FRL	Counts SPED	Counts LEP	Counts State Ward/SAC	Counts PK	Counts K-2	Counts K-8	Counts K-12	Counts 9-12
April 2017 Totals	3027	3030	1.00	1140	543	261	0	28	686	2110	3002	892
Difference (October 2017 to April 2017)	-723	-731	-0.25	-214	-139	-102	4	-6	-150	-500	-725	-225
% Difference	-31.38%	-31.80%	-33.33%	-23.11%	-34.41%	-64.15%	100.00%	-27.27%	-27.99%	-31.06%	-31.84%	-33.73%

	Counts Attending	Counts Subsidy	Equiv Instruction	Counts FRL	Counts SPED	Counts LEP	Counts State Ward/SAC	Counts PK	Counts K-2	Counts K-8	Counts K-12	Counts 9-12
October 2016 Totals	0	0	0	0	0	0	0	0	0	0	0	0
Difference (October 2017 to October 2016)	2304	2299	0.75	926	404	159	4	22	536	1610	2277	667
% Difference	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

I certify that the above information is accurate for this reporting period to the best of my knowledge and belief.

CANCEL

Certify (SUPER)

Certified By:
 Certified Date:
 Accepted By:
 Accepted Date:

Student Data Reports - Filters

Users will be able to filter data based on

- Year (Required)
 - Defaults to current school year
 - Allows user to select previous school years
- Attending District
 - Defaults to ALL Districts students are attending
- Attending School
 - Defaults to All Schools
 - Allows user to select Specific School with an Attending District
- Responsible District
 - Displays only district(s) assigned in NEO security
 - Allows users to select other districts for multi-district users

Defaults to all

Year Attending District Attending School Responsible District

1 of 18 Find | Next

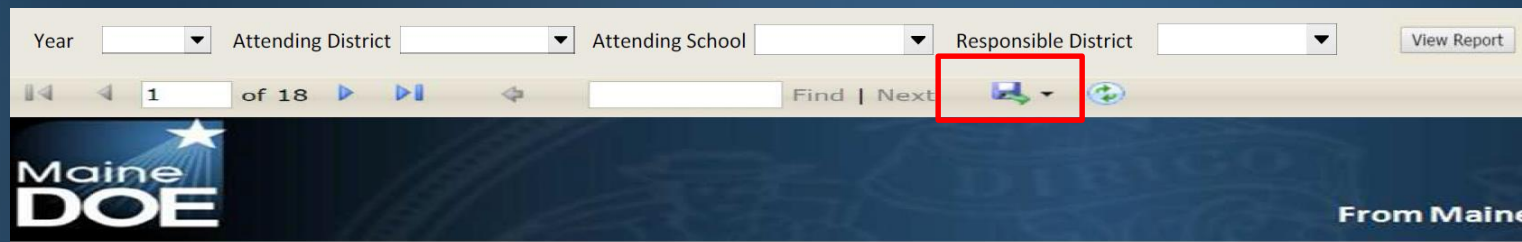
Maine DOE

Student Average Daily Attendance

Student Data Reports – Save/Export

Users will be able to export data directly into various formats

- XML
- CSV
- PDF
- EXCEL
- WORD



Student Data Reports – Filter Criteria

All reports will contain a *Filter Criteria* section that gets printed or exported for all export types.

- Year – Year filter value selected
- Attending District – Attending District filter value selected
- Attending School – Attending School filter value selected
- Report Date – Date/Time report was generated in NEO
- Data as of – Date/Time data was last refreshed in NEO from Synergy

Filter Criteria:

Year	Attending District	Attending School	Report Date	Data as of
2016 -2017	RSU 789	All	7/14/17 3:01 PM	7/14/17 12:05 PM

Student Data Reports – Report Content

Whenever possible, reports will contain a set of core data elements

- Year
- Attending District
- Attending District Org ID
- Attending School
- Attending School Org ID
- Student Last Name
- Student First Name
- Student Middle Initial
- State Student ID
- Student Grade

Year	Attending District	Attending District Org ID	Attending School	Attending School Org ID	Last Name	First Name	Middle Init	State Student ID	Grade
2016 -2017	RSU 789	123	School 1	444	xx	xx		130101049	03
2016 -2017	RSU 789	123	School 2	555	xx	xx		130065322	05
2016 -2017	RSU 789	123	School 2	555	xx	xx		130103912	03
2016 -2017	RSU 789	123	School 3	777	xx	xx		130084084	04
2016 -2017	RSU 789	123	School 4	874	xx	xx		130065484	05
2016 -2017	RSU 789	123	School 5	875	xx	xx		130044800	06
2016 -2017	RSU 789	123	School 5	875	xx	xx		130030247	06
2016 -2017	RSU 789	123	School 6	900	xx	xx		123872437	08
2016 -2017	RSU 789	123	School 6	900	xx	xx		130092641	03
2016 -2017	RSU 789	123	School 7	901	xx	xx		130067481	05
2016 -2017	RSU 789	123	School 7	901	xx	xx		130167836	03
2016 -2017	RSU 789	123	School 7	901	xx	xx		130067521	05

Student Data Reports

The following are a sample of the reports found on the Student Dashboard:

3rd Year High School Students for Assessment	MaineCare Private School Payments
Access for ELLS [®]	MaineCare Public School Payments
Aggregate Daily Attendance	MEA Science Label Roster
Aggregate Daily Attendance Certification	Out of District Placements
Alternate Assessment Students	Special Ed Exit Certification
Attending Student Download	Special Ed Exit Report
Behavior Data Certification	Special Ed Federal Count Certification
Behavior Data Review	Special Ed Students for Federal Count
Behavior Incidents by School	Students for emPower
CTE Participants Report	Truancy Certification
CTE Verification Report	Truancy Incidents
EPS – October	Truancy Review
Graduation Validation & Certification Reports	

Student Data Reports - Certifications

Reports requiring District Certification will be identified on the DCR schedule.


- Access to the Certifications will be through the Student Data Reports Dashboard.
- All reports requiring District Certification will now be in electronic format and will not require a paper submission to the Department

All Certification Reports will be similar layout:

- Report Header
- Report Content
- Report Certification

Student Data Reports - Certifications

The following is an example of a Certification Report



From Maine Department of Education

DashboardHomeBomb Threat ReportingBullying Reporting SystemEPSFacilitiesMaine SchoolsNutritionRASSchool & Program Approvals

Attendance Certification Report

Data for Collection Year:2016-2017

Submission Due Date:6/30/2017

Content Area:Data Management Team

DOE Contact:[Travis Wood \(207\)624-1234](#)

Reporting Organization:RSU 789

Attendance Details

Attending School	Days Enrolled	Days Present	Days Absent	Percent Absent	Average Daily Attendance	Total Number of Students	Number of Chronically Absent Students	Percent of Student Body Chronically Absent
School 1	18811	18090	721	3.83%	96.17%	220	17	7.73%
School 2	15202	14480	722	4.75%	95.25%	174	22	12.64%
School 3	16545	14589	686	4.15%	88.18%	190	18	9.47%
School 4	52847	50002	2797	5.29%	94.62%	769	69	8.97%
School 5	72789	69992	2845	3.91%	96.16%	601	97	16.14%
School 6	30430	29346	1084	3.56%	96.44%	251	22	8.76%
School 8	22821	21414	867	3.80%	93.83%	353	25	7.08%
District Totals	30430	29346	1084	3.56%	96.44%	2558	270	10.56%

Certification

I attest that the data above is complete and accurate

Certify and Submit to DOE

Report Header

Report Content

Report Certification

Student Data Reports - Certifications

Report Header

- Information as indicated in DCR
 - Report Name
 - Collection Period
 - Submission Due Date
 - Content Area
 - DOE Contact
 - Reporting District

Report Content

- District summary level data requiring review and certification

Report Certification

- Attestation Statement and District Certification
- Submission to DOE

Other Modules

Graduation

EFS-01 – Special Education

- * Totally being revamped

Other Changes

April EPS going away

EFM-14

State Ward (from DHHS) now called **Foster Care**

State Agency Client – flagged by **DOE only**

Regional Programs required to put in partial enrollments

Approved Private Schools required to complete Maine Schools and Staff

Charlotte Ellis

STUDENT PRIVACY

FERPA Quiz

<https://www.polleverywhere.com>

Live interactive audience participation

Engage your audience or class in real time

Get started

A Student Data Privacy

Compliance (with federal and state laws, board policy and contracts);

Harm (to the student, or the school, for example through a breach of sensitive data); and

Perception (by the school's stakeholders: parents, students, teachers and school board or legislative representatives)

What is PII

Personally Identifiable Information (PII):

Student personally identifiable information. "Student personally identifiable information" means student data that, alone or in combination, is linked to a specific student and would allow a reasonable person who does not have knowledge of the relevant circumstances to identify the student.

(Title 20-A: EDUCATION Part 1: GENERAL PROVISIONS Chapter 13: THE STUDENT INFORMATION PRIVACY ACT)

What Should I Do?

Lock your computer when not using

Remember your own password(s) – if the browser knows your password – so does everyone else!

Legitimate Educational Use – just because you can doesn't mean you should

What else should I do?

When communicating with others who may have a legitimate need to know data, use secure email.

If using regular email – use only statestudentid.

For work, use a work supplied email address instead of your personal email

What else should I do?

Help others in your organization understand the importance of student data privacy

Know what systems you are using and how those vendors might be using the data

Title 20-A: EDUCATION Part 1: GENERAL PROVISIONS

Chapter 13: THE STUDENT INFORMATION PRIVACY ACT

<http://legislature.maine.gov/legis/statutes/20-A/title20-Asec953.html>

Title 20-A: EDUCATION
Part 1: GENERAL PROVISIONS
Chapter 13: THE STUDENT INFORMATION PRIVACY ACT

Student Data Privacy Consortium

Tool to help districts operationalize data security for tech-ed apps

Standardizes a vetting process and provides standardized contract language so vendors will have the same expectations from all districts in the state

Proven process that has been replicated in other states. (CA, MA, TX, more) - Tech-ed providers are on board with this.

<https://secure2.cpsd.us/a4l/>

Helpful Links

<http://studentdatapinciples.org/the-principles/>

<http://www.cosn.org/focus-areas/leadership-vision/protecting-privacy>

<http://cosn.org/sites/default/files/CoSN%20Privacy%20Toolkit%20June%202017.pdf>

<https://studentprivacy.ed.gov/>

<https://nces.ed.gov/pubs2006/2006805.pdf>

Synergy Tips & Tricks

Save the Date!!

September 28, 2017



Synergy Training Log In

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